

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Katonya Best	Job Title & Grade: Grants Specialist GS 12
AAship/Region and Division: Region I Mission Support Division	Address of Official Agency Worksite: 5 Post Office Square Suite 100, Boston, MA 02351
Employee's Work Phone: 617-918-1967	Employee's Work E-mail Address: Parker.Katonya@epa.gov
First-line Supervisor: Cheryl Scott	First-line Supervisor's Work Phone: 617-918-1174
Proposed Start Date: 05/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>02/15/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Grants tasks will be performed equally and effectively at the RWL. The workload is portable and rarely requires access to in-office resources. All technology needed to perform daily duties is available and fully functional. In view of this, working remotely will not cause any foreseeable disruption to communication with internal or external clients/customers and supervisor. Working remotely will not cause impediment to effectively accomplish work duties. The remote work arrangement will not require assignment of work to others. Performance plan objectives and working without close in-person supervision will remain effective during remote work. I will comply with this remote work agreement.

The following tasks/duties can be performed while working remote:

Applications and Funding packages including Final Applications, Funding Recommendations and Commitment Notices are reviewed and processed electronically

Communication with Project Officers. Internal/External customers through emails, phone and Teams regarding Grants.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

KATONYA BEST

Digitally signed by KATONYA
BEST
Date: 2022.04.06 09:35:44 -04'00'

Date:

04/06/2022

Supervisor's Signature:

CHERYL SCOTT

Digitally signed by CHERYL
SCOTT
Date: 2022.04.12 13:18:26 -04'00'

Date:

AA/RA (or designee) Signature: DEBORAH
SZARO

Digitally signed by DEBORAH
SZARO
Date: 2022.04.26 09:31:46 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Katonya Best – Remote Work Request

Grants tasks will be performed equally and effectively at the RWL. The workload is portable and rarely requires access to in-office resources. All technology needed to perform daily duties is available and fully functional. In view of this, working remotely will not cause any foreseeable disruption to communication with internal or external clients/customers and supervisor. Working remotely will not cause impediment to effectively accomplish work duties. The remote work arrangement will not require assignment of work to others. Performance plan objectives and working without close in-person supervision will remain effective during remote work. I will comply with this remote work agreement.

The following tasks/duties can be performed while working remote:

Applications and Funding packages including Final Applications, Funding Recommendations and Commitment Notices are reviewed and processed electronically

Communication with Project Officers, Internal/External customers through emails, phone and Teams regarding Grants, Grant assignments and other work-related information

Assistance Agreements awards are processed upon receipt of complete funding packages and forward to Award Official for signature electronically through NGGS

Weekly Staff Meetings, Guidance Support and Follow-up Meetings, Performance Agreement Meetings, Customer service and Operational support for EPA Mission Accomplishments are conducted by phone or Teams

Required on-line training, Grants Application Filing, Assistance Amendments, Administrative Baselines, Grants file folders closeout are completed electronically in NGGS and notification to POs and recipients are sent via email

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Employee Name: Gevon Solomon	Job Title & Grade: Life Scientist, GS 12
AAship/Region and Division: Region 1, Water Division	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA
Employee's Work Phone: 617-918-1513	Employee's Work E-mail Address: solomon.gevon@epa.gov
First-line Supervisor: Denise Springborg	First-line Supervisor's Work Phone: 617-918-1681
Proposed Start Date: 2/13/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; font-weight: bold; margin-right: 10px;">GEVON SOLOMON</div> <div> Digitally signed by GEVON SOLOMON Date: 2022.03.07 10:41:18 -05'00' </div> </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/4/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

The responsibilities of my position include processing grants, interagency agreements (IA), and contract documents; corresponding with state counterparts, EPA employees, grantees, and federal partners through telecommuting and emails; and attending meetings and conferences virtually and in person. With at home internet and technical software and equipment, I am able to complete all aspects of my position responsibilities from my remote location. EPA's software and equipment support as well as my home internet access enables me to effectively process grants, IAs, and contract documents with EPA available software; and communicate with EPA and state employees, grantees and federal partners through email and other telecommunication mechanisms regularly. Meetings and conferences will also be attended in person or virtually as is the normal practice. The new remote work location will not diminish the Agency's ability to accomplish its mission and meet its operational goals because the remote location will not reduce my ability to perform my responsibilities.

Approval/Disapproval (attach documentation):

- ☒ X Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: GEVON SOLOMON	Digitally signed by GEVON SOLOMON Date: 2022.03.07 10:42:08 -05'00'	Date:
Supervisor's Signature: DENISE SPRINGBORG	Digitally signed by DENISE SPRINGBORG Date: 2022.03.07 16:59:04 -05'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.04.15 11:14:00 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rebeca Tuches	Job Title & Grade: Contracting Specialist GS-1102-11
AAship/Region and Division: Mission Support, R1, Boston, MA	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: 617-918-1061	Employee's Work E-mail Address: Tuches.Rebeca@epa.gov
First-line Supervisor: Fran Callaghan	First-line Supervisor's Work Phone: 617-918-1055 - Callaghan.Francis@epa.gov
Proposed Start Date: 4/25/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>09/07/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See attached.</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature: REBECA TUCHES</p>	<p>Digitally signed by REBECA TUCHES Date: 2022.04.12 14:00:42 -04'00'</p>	<p>Date: 4/12/2022</p>
<p>Supervisor's Signature: FRANCIS CALLAGHAN</p>	<p>Digitally signed by FRANCIS CALLAGHAN Date: 2022.04.12 16:10:57 -04'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature: DEBORAH SZARO</p>	<p>Digitally signed by DEBORAH SZARO Date: 2022.05.06 12:04:47 -04'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

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Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

TO: Fran Callaghan
FROM: Rebeca Tuches
SUBJECT: Remote Work Justification
DATE: 04/11/2022

I would like to inquire about the possibility of working remotely on a permanent basis. During the last couple of years, I have become aware of the benefits of working from home. I have found that my focus and productivity increased as I was away from the daily office distractions. Although it is impossible to completely eliminate distractions regardless of the place of work, the distractions I find at home are minimal since I am alone for the entire day. I find it easier to concentrate as my ability to focus on my work is uninterrupted.

Another benefit of working from home is that I am able to complete more work without having to worry about missing the bus or train to go back and forth from home. Eliminating commuting time has been beneficial to my productivity and work-life balance. I don't begin my day already exhausted by the commute and can apply all my energy to work. At the end of the workday, I can immediately begin my work out without having to spend time sitting through traffic. I find this to be optimal as it allows me to reduce my carbon footprint.

It is important to note that working from home does not impact my communication with my coworkers or customers. During my workday I am in constant communication with my supervisor, coworkers, and customers. I am available via telephone, email, or Teams. We continue to be fully engaged even if working remotely.

At home, I have an office that I dedicate exclusively for work. Just like at the workplace, I have two computer screens that I use while working. Transitioning to an electronic filing system eliminates the need to access physical files and a printer (though I own one, I do not see the need for it). I have a desk, a desk chair, and access to bottomless coffee cups at minimal expense without the need to run for a cup o' Joe to the Dunkin Donuts at Milk St.

To sum it up, the past two years has taught me how to master the telework environment, allowing me to maintain effective communication and productivity while vastly improving my work-life balance through the elimination of a commute. Environmentally, in addition to my personal reduced carbon footprint, the agency benefits from a reduction of the utilities and support services that would be spent by my presence in the Boston office.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Monique B Lloyd	Job Title & Grade: Grants Management Specialist 12/12
AAship/Region and Division: R1 Grants Management Office Mission Support Division	Address of Official Agency Worksite: 5 Post Office Square Boston MA 02109
Employee's Work Phone: (617) 918-1976	Employee's Work E-mail Address: Lloyd.Monique@epa.gov
First-line Supervisor: Cheryl Scott	First-line Supervisor's Work Phone: (617) 918-1174
Proposed Start Date: June 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
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Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>February 22, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attachment A

Approval/Disapproval (attach documentation):



Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature:

MONIQUE LLOYD

Digitally signed by MONIQUE
LLOYD
Date: 2022.05.23 11:52:03 -04'00'

Date:

May 26, 2022

Supervisor's Signature:

BRIAN TOCCI

Digitally signed by BRIAN TOCCI
Date: 2022.07.07 11:41:14 -04'00'

Date:

July 7th, 2022

AA/RA (or designee) Signature:

KAREN
MCGUIRE

Digitally signed by KAREN
MCGUIRE
Date: 2023.03.05 12:20:40 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

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Attachment A:

In the early stages of the grant process, during the initial Pre-Award, the grant application encompasses a lot of steps that are completed virtually by me.

Grants Awards, incremental, supplemental, change request, No Cost Extension request all done virtually:

Completing a grant application review can take weeks the application package is download integrantes.gov in the form of a PDF and I can say progress of my form as I begin to fill out data for my notes that can consist of everything from basic organization no information to the full budget that may need to be revised two explanations of proposed work and financial data once I have reviewed the application if there are any forms or information that I needed followed up on I send an email to the project officer requesting that information and I also do a follow up email to the recipient once the information that I need is virtually emailed back to me I can save that email and upload that information into the official NGGS filing system along with the electronic filing system this is something that's done on a regular basis it is very helpful I can always go back and review any information in my emails or my electronic files.

I work on the legal framework 4 finalizing the draft award and make sure the terms and conditions and the code of federal regulations the CFDA all coincide with what the grant award will be awarded for. In doing this, I use my PDF files along with electronic files on researching the crosswalks for the CFDA, any regulatory authorities or Statue of authorities that may need to be uploaded into the award for that grant.

I am able to virtually review an application in the NGGS system award and fund an Award, Incremental funding award, Supplemental funded award and upload Administrative Terms and Conditions virtually. I PDF and upload the official award records into the electronic E-grant filing system.

- This is done by: Virtually reviewing the grant application and familiarize myself with the overall Grant application. I then determine the recipient's eligibility for funding opportunities virtually in Grants.gov, SAM.Gov, FAPPIS and the PAPPIS systems and virtually cross checking the Public Announcement Book (PAB) system for the recipient's Federal data information for accuracy and up to date records. I Identify the right types of funding that the recipient is requesting. I make sure the reporting

requirements align and comply with the application for award in the COMPLY electronic data base system.

Funding Recommendation

I Virtually review the Funding Recommendation for accuracy and implementation of statutory authorities appropriate see FDA listing any additional requirements that are needed on the funding wreck make sure the regulations and the two CFR 200 are correct along with the 40 CFR's make sure that if it is a nonprofit that I go through the steps and if an administrative review needs to be done that is done virtually the information is submitted virtually to headquarters a check virtually the EPA grip database along with the comply database and I use virtual grants crosswalk to make sure the application and the program office may review process is up to date and has been appropriated and approved for the grant

Commitment Notice I received the final commitment virtually from OCFO, I review for funding data and upload that information into the electronic draft grant award.

Grants Coordinator: As one of the Grants Coordinator for the region, I virtually review all the incoming applications from Grants.gov and electronically assigning the applications to the appropriate Specialist. With maintaining a thorough knowledge of Grants.gov in the NGGS data base. Working with project officer virtually in assisting them understanding and navigating the database. Proactively identify incomplete applications and assisting in resolving issues with the applications before they are vetted by the Grants Specialist and Project officers, done virtually

Grants Awards for No Cost Extension Change request:

As an award official, I virtually review official Assistance and Cooperative Agreement Awards and Amendments for legal and administrative compliance prior to me signing the award.

Prior to signing these awards, I electronically save and PDF the draft award via email to the Project Officer for their concurrence.

The project officer then PDFs the concurrence email to me. In the NGGS system I officially sign the award electronically, then email the award along with the EPA official Grant award letter to the recipient. I PDF and upload the official award into the electronic E-grant filing system.

I am able to make local points for decisions regarding recipient, assistance management and close out of assistance and cooperative agreements by e-mail, MS TEAMS and other virtual entities.

Once the grant is awarded, I am able to virtually oversee the grant for the life cycle of that grant to make sure that it is in compliance with the administrative terms and conditions of the award.

As reports and financial data are submitted via email, I continue to make sure that the grant awards requirements are being met.

Administrative Baseline data base: I virtually do a search for a grant by going into the NGGS under "Dashboard" using search words "Grant family", "grant number", "program code", "grant specialist", "project officer" and or "recipient" to locate any application or award. Baseline information is done virtually via the I upload any paperwork that needs to be added to the E Grant file for that grant award if there is follow up that needs to be done for any post award tracking grant, I emailed the project officer for that information or the finance Center for that information. I also email the point of contact person Larry wells regarding the MBE WBE information when it comes to indirect costs, or an audit done on the recipient for the baselines I can go into the intranet system and the attached database to review and look up the information needed to review and complete the post award for that grant

Closeout: is pickguard in the NGS system under the plus the word tracking system. As the Grant lifecycle comes to an end, upon completing all the closeout requirements in the administrative and programmatic terms and conditions, the receipt virtually submits financial status reports, MBE/WBE reports, technical reports along with other reports required under the grant to the finance center, project officer and myself for review. Once this grant has received all the required final the project officer along with the finance center send an email to me letting me know that they have officially closed out the grant on their end I then began to virtually start my process on closing out the grants on my end once the grant is closed out all the information is uploaded into the NGGS database and electronically closed out and automated closeout letter is generated and emailed to the recipient letting them know that the grant is officially closed this information is also uploaded into the electronic E-grant file for that particular grant award. I officially electronically closed out the grant file.

If a grant cannot be closed out by the project and budget period end dates, I then start an electronic email file to annotate dates and notes as to when I reached out to the project officer, r and the recipient requesting information

all these files are kept electronically and PDF to the E-grant file system as official records by me

New Virtual features for Grants Specialist for incorporating and updating ENI information

In the updated version of the NGGS system I am virtually able to incorporate a change in the recipients ENI number in the existing ward or amendment through the virtual Change Request document that allows me to change and or update the ENI # in the Public Address Book (PAB) that will populate the new amendments as previously accomplished.

Any enhanced NGG S new functions and features are released virtually through those speeches which gives me better functionality and keeps me updated on information that the project team is sending out virtually disinformation keeps me

If there are any issues with the NGGS system I can contact the hotline and or points of contact with the hotline the email or with the virtual NGGS Hot-line portal.

MBE/WBE all these forms I can look at virtually and upload any of these forms that have been sent to me via email. I upload these forms into the E-grant filing system.

Grants Office meeting:

I am able to virtually call in or go onto the MS Teams meeting for our weekly grant office meetings and for our Grants office hour meetings. This gives me the opportunity to collaborate and speak with my grant office coworkers.

TEAMS Meeting

I Spare head MS TEAMS and Office meetings and presentations on a variety of updates virtually.

EPA intra-net and internet

I use several electronic databases and Internet services to look up information for access for a variety of services such as, CFDA crosswalk, checklist updates and inquiries, closeout and or congratulatory letters, OGD and OMB updated information. statue of authority information and other pertinent federal information regarding EPA grants and assistance and cooperative agreements.

IT Assistance: If I have an issue with my laptop or using my work ID I email EPA's IT department, we speak through the virtual Bomgar portal. They can access my computer with me to resolve and or correcting the issue.

Region Virtual EJ Action Plan Board

I sit on the EJ action plan board we have virtual meetings once a month that consist of MSD supervisors and other co-workers. Region 1 is responsible for developing, implementing, and overseeing enforcement and compliance assurance for federal environmental statutes in New England states. Region 1 our virtual meetings have brought communities together and strengthen environmental statutes by virtually prioritizing opportunities to protect communities overburdened by pollution with weekly virtual meetings with communities of overburdened and underserved communities.

Monthly EJ Program National Call

This is a virtual call that collaborates with all ten regions and headquarters we discuss all aspects and dynamics of the EJ program and what all the new updates code federal regulations and protocols are for the EJ program each region reports this back to the mission support division manager during the region EJ call meeting that meeting is also done virtually.

Monthly EJ Program Regional Call

This is a virtual MS TEAMS meeting call that meets once a month with Regional Board member to discuss updates for the Environmental Justice National program. During these meetings I update the Mission Support Division (MSD) manager as to what guidance and new language was drafted by HQ EJ team leaders for the regions. These meeting are done virtually.

Webinars

I also participate in webinar trainings and listening sessions that are virtual. This in fact is a great way of connecting with a lot of my coworkers throughout the regions and in HQ.

Time and Attendance/Leave Slip

I am able to access my timecard virtually for people plus and add and update my time and if I am out of the office, I am able to do a leave slip and forward at least step to my manager for their approval. My manager in return is able to

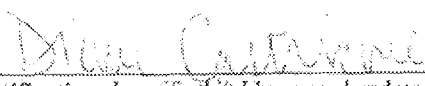
electronically sign it I receive an email from the people plus system letting me know that my manager has electronically signed and approved my leave slip.

Onn a daily basis, I stay in constant contact with my managers supervisors' coworkers project officers' other coworkers from headquarters and recipients and other stakeholders.

Training and Development

I conduct all of my training courses virtually from the FedTalent database for Annual Ethics Training *FIOA Recertification* On-Line Team Leadership Training*Information Security Awareness Certification*Working effectively with Tribal Governments**Certification for Grants Signatory Officials* Inter Agency Agreements for Basic Training for Grants Management Specialist* Managing your Financial Assistance Agreements*Inter Agency Agreements for Basic Training for Managers* Information Security Awareness* Working Effectively with Tribal Governments* Continuity of Operations Awareness Training* E- Records Training, Ethics Training* Cyber security training* Interagency agreement basic training and Best Practices training* Continuing of Operation Awareness Training (COOP)* Working Effectively with Tribal Governments* American Indian Environmental Training* Information Security Awareness Training, IGMS Rules of Behavior*Rules of Behavior* Inter Agency Agreements for Basic Training for Grants Management Specialist* Aspiring Leaders-Team Leadership Program*NGGS Rules of Behavior* Pre-Award Application Certification * Pre-Award Funding Opportunities certification*Greening Assistance Agreements* Anti- Harassment Procedures Training*The No FERA act* Leadership and Professional Development Seminars*Success Strategies for Telework and Hybrid Work Environments* Environmental Justice Project and Programs Initiative training.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Diane Castricone	Job Title & Grade: Env. Prot Specialist GS-13
AAship/Region and Division: Region 1 - ECAD	Address of Official Agency Worksite: 5 Post Office Square Boston, MA 02109
Employee's Work Phone: 617-918-1762	Employee's Work E-mail Address: castricone.diane@epa.gov
First-line Supervisor: Denny Dart	First-line Supervisor's Work Phone: 617-918-1850
Proposed Start Date: March 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="text-align: center; font-size: 1.2em;">  </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on not sure was so date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.) <i>evidence of training attached</i>	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

Date:

Supervisor's Signature:

Date:

AA/RA (or designee) Signature:

DEBORAH SZARO

Digitally signed by DEBORAH SZARO
Date: 2022.04.08 07:38:25 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment to Remote Work Application

Explain how you can perform all your duties as effectively from the RWL as from the Official Agency Worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operations goals.

My work is all portable in nature, I do data analysis and entry as well as answer questions with regard to that data by email and telephone primarily. Any information I need to complete a task is located in the various computer systems to which I have access from my home. I also regularly interact with my immediate coworkers and other divisions via teams, telephone and/or email, which would be no different than if I was in the office. I am also the technical expert with NETDMR system and answer large volumes of requests and questions via email and telephone calls immediately as they come in, supporting great customer services instead of having to wait until I get into the office the next day. I will be better able to attend all the national workgroups I am involved in with on the teams platform with all the data program upgrades happening because of the erule regs, they are primarily late in the day to accommodate all the timezones in the country, so I can attend instead being on my commute home during those calls. Which will benefit the region in having someone with my institutional knowledge be able to give input on our needs from a data perspective. I have continued to do my regular work with no interruption during the covid pandemic because it is portable and can be done outside the office. I also am available to come into the office without much notice if the need arises for me to do so.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Thomas Letellier, Jr.	Job Title & Grade: Contract Specialist - GS-12
AAship/Region and Division: Mission Support Division (MSD) - Region 1.	Address of Official Agency Worksite: 5 Post Office Sq. - Boston, MA.
Employee's Work Phone: 617-918-1033	Employee's Work E-mail Address: Letellier.thomas@epa.gov
First-line Supervisor: Francis Callaghan	First-line Supervisor's Work Phone: 617-918-1055
Proposed Start Date: 4/25/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My position can be done fully remote. I have access to all digital files, EAS, e-mail, phone and all other required materials needed to complete my job as if I were in the office. The agency's mission moves forward with no downgrades to my performance and/or ability to complete my work-related tasks; my position is conducive to remote work. If anything, I am able to meet the mission more so now than before due to there being no need for morning/evening commute making me more well-rested, as well as remote work offering myself an improved work-life balance.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: THOMAS LETELLIER	Digitally signed by THOMAS LETELLIER Date: 2022.04.06 14:29:43 -04'00'	Date: 4/6/2022
Supervisor's Signature: FRANCIS CALLAGHAN	Digitally signed by FRANCIS CALLAGHAN Date: 2022.04.13 13:27:49 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.04.26 10:34:02 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Laura Chan	Job Title & Grade: Environmental Engineer, GS-12
AAship/Region and Division: R1/SEMD/EPRB	Address of Official Agency Worksite: 5 PO Square, Boston MA 02109
Employee's Work Phone: 617-918-1086	Employee's Work E-mail Address: chan.laura@epa.gov
First-line Supervisor: William Lovely	First-line Supervisor's Work Phone: 617-918-1240
Proposed Start Date: 3/28/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/17/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my assigned duties as Project Officer, Contracting Officer's Representative (COR) and Program Lead are 100% portable. I am proficient in utilizing TEAMS, Outlook, and other platforms available online and via EPA's intranet (EAS, EasyLite, etc) which are necessary to perform all of my work tasks. All of the training required to maintain the credentialing for my position is available online via FedTalent, Defense Acquisition University (DAU), and other online training platforms which are accessible from a remote work location. A detailed description of how all of the duties of my job from my PARS performance plan can be successfully performed from a remote work location is provided below:

Project Officer (PO), Contracting Officer's Representative (COR) and Program Lead

- Effectively serve as the Project Officer, COR, and Program lead for assigned program/contract Remedial Acquisition Framework (RAF), Resource Conservation and Recovery Act (RCRA), enforcement, Superfund Technical Assessment and Response Team (START), Technical Assistance Grants (TAG), Interagency Agreements (IA) and State and Tribal Cooperative Agreements.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

LAURA CHAN

Digitally signed by LAURA CHAN
Date: 2022.03.21 17:54:52 -04'00'

Date:

Supervisor's Signature:

CAROL TUCKER

Digitally signed by CAROL
TUCKER
Date: 2022.03.21 18:11:22 -04'00'

Date:

AA/RA (or designee) Signature: DEBORAH
SZARO

Digitally signed by DEBORAH
SZARO
Date: 2022.04.26 10:33:25 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

All of my assigned duties as Project Officer, Contracting Officer's Representative (COR) and Program Lead are 100% portable. I am proficient in utilizing TEAMS, Outlook, and other platforms available online and via EPA's intranet (EAS, EasyLite, etc) which are necessary to perform all of my work tasks. All of the training required to maintain the credentialing for my position is available online via FedTalent, Defense Acquisition University (DAU), and other online training platforms which are accessible from a remote work location. A detailed description of how all of the duties of my job from my PARS performance plan can be successfully performed from a remote work location is provided below:

Project Officer (PO), Contracting Officer's Representative (COR) and Program Lead

- Effectively serve as the Project Officer, COR, and Program lead for assigned program/contract Remedial Acquisition Framework (RAF), Resource Conservation and Recovery Act (RCRA), enforcement, Superfund Technical Assessment and Response Team (START), Technical Assistance Grants (TAG), Interagency Agreements (IA) and State and Tribal Cooperative Agreements.
- o Adheres to financial management, government contracting, assistance agreement and IA regulations and requirements and accounting principles to accurately review, monitor and reconcile costs and verify and certify charges are appropriate for payment.
- o Responsible for the overall management of assigned contract(s), invoices, IA programs, grant and cooperative agreements in accordance with federal regulations and EPA policies within established deadlines.
- o Completes sound fiscal planning, evaluation, and management of assigned program elements, to oversee budget planning, accounting, cost estimating and financial tracking to ensure appropriate utilization.

In carrying out these tasks, communications with internal and external partners can be accomplished via email, phone, and through virtual meetings via TEAMS. Invoice approval and disapproval are accomplished through EasyLite which is available on EPA's intranet. Purchase requisitions (PR) for contract funding actions and program purchases are managed through EAS which is available on EPA's intranet. Tasking assignments for the START contract is accomplished through the START TDD System which is available on EPA's intranet. Contractor performance is documented at cpars.gov which is available online. Financial tracking is conducted using Excel spreadsheets with files managed on OneDrive and Sharepoint. All of these platforms are accessible from a remote work location.

- Provides technical programmatic oversight, technical and administrative direction in accordance with federal regulations and EPA policies to ensure that the government receives the best value and technically sound products and deliverables.

Programmatic oversight and communication with EPA contractors can be performed virtually via TEAMS. The Superfund contractors that I manage do not physically report to EPA's offices, so I would be conducting these meetings virtually or via conference call whether I were reporting to the official agency worksite or a remote work location. Technical and administrative direction are provided through the START Technical Direction Document (TDD) System which is available on EPA's intranet. Receipt and

review of deliverables (typically, written technical reports in electronic format such as PDF) are delivered via email.

- Provide oversight in the planning and prioritization of assigned vehicles, including technical and fiscal direction, coordination and evaluation. Monitors performance and reports problems.

Coordination and evaluation of performance issues with internal and external stakeholders can be communicated via phone, email, or TEAMS meetings. Technical direction is provided through the START TDD System which is available on EPA's intranet. Fiscal management and direction are accomplished via Excel with files managed on OneDrive or Sharepoint.

- Compares contractor's progress to expenditures and advise Contracting Officer (CO) & PO of any disparity indicating excess or deficient funding. Monitor contract costs and promptly report wasteful contractor practices to CO & PO. Review contractor invoices and recommend approval/disapproval for payment as appropriate. Ensure the contractor has provided the appropriate documentation to substantiate the invoiced amount. Review shall be completed in a manner as to allow timely payment under the Prompt Payment Act.

Invoices and progress reports are received electronically via email from contractors and I coordinate with internal EPA technical managers (RPMs and OSCs) on their site assignments via email, phone and TEAMS meetings. EPA technical managers submit their monthly invoice review checklists in PDF format via email. I conduct my review and then communicate via email, phone or TEAMS meetings with the Contracting Officer and the contractor. Invoice approvals or disapprovals are conducted online through EPA's intranet utilizing EPA's EasyLite invoice approval system.

- As applicable, leads Fair Opportunity Process and ensures elements needed to issue new or amended work plans are prepared, including review of scope of work, preparation or review of IGCE, and review or reconciliation of contractor's and EPA estimates. Ensure adequate funding is available.

Review of documents are managed successfully over email (Outlook) or Sharepoint or TEAMS.

Contractor's work plans and cost estimates are submitted in electronic format over email.

Communications for negotiations or clarifications are conducted over the phone or virtually via TEAMS.

Funding actions and purchase requisitions (PRs) are executed via EPA's intranet utilizing EPA Acquisition System (EAS).

- Reliably maintain project management and financial records that document performance and provides information as needed to assist in Contractor Performance Assessment Reporting System (CPARS), appeal actions, protests, default actions or closeouts within established schedules. Ensures all work is within the scope of work; provisions of the conflict of interest and key personnel clauses are enforced.

Contract file management is accomplished online via EPA's intranet utilizing OneDrive and Sharepoint. CPARS reports are submitted online through cpars.gov.

- Serves as the liaison and coordinates with the Contracting Officer, Grants or IA Specialist on fiscal problems, performance issues and to address corrections and/or omissions on invoices. Write memos to dispute charges, as appropriate. Reviews and evaluates financial reports, including monthly invoices, status reports and other supporting documentation to ensure consistency with contract/grant/IA conditions, regulations, guidance, policies and to identify discrepancies.

Communications with internal EPA stakeholders and external EPA contractors is accomplished via email, phone, and through virtual meetings via TEAMS. Contract documents are managed on OneDrive and Sharepoint. The Superfund contractors that I manage do not physically report to EPA's offices so these meetings would take place virtually or via conference call whether I reported to EPA's official worksite or a remote work location. The contractor submits documents electronically via email and communications with internal and external stakeholders take place via email, phone, or virtually through TEAMS.

- Participates in national planning and evaluation efforts.

National planning workgroups such as the National START Project Officer (PO) workgroup, which I am a participant of, take place virtually via TEAMS.

- Provides guidance and direction for Superfund property utilization, disposal and transfer issues for existing site property.

Guidance and direction would be communicated over email, phone, or virtually via TEAMS.

- Identifies and communicates where Region 1 could enhance potential contracting opportunities for Small Businesses, Small Disadvantaged Businesses, 8(a) Businesses, Service-Disabled Veteran-Owned Small Business, Women Owned Small Business and HUBZone Businesses.

Communication on such issues would take place over email, phone, or virtually via TEAMS.

All of my duties as a Project Officer can and have been completed successfully from a remote work location for the past two years.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Larry Wells	Job Title & Grade: Small Business Programs Manager/13
AAship/Region and Division: Region 1 MSD	Address of Official Agency Worksite: 5 Post Office Sq., Boston, MA 02109
Employee's Work Phone: 617-918-1836	Employee's Work E-mail Address: Wells.Larry@epa.gov
First-line Supervisor: Francis Callaghan	First-line Supervisor's Work Phone: 617-918-1055
Proposed Start Date: 09/06/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/31/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

The RWL worksite is safe and secure and in conformance with the safety checklist. This includes having the necessary office equipment, work desk, and work space area that is free from interruptions. From the RWL, I will be able to complete all assignments and fulfill all roles and responsibilities as my recent experience working has proven. All work communication activities such as meetings, conferences, and phone conversations will be conducted via the EPA provided computer that has voice and video call platforms that will be utilized (my personal phone will continue to be used for voice contact as well). In addition, this computer will continue to be used for other work activities such as research, problem solving, project management, tool development, record keeping and reporting. In summary, my duties do not require me to be physically at the official agency worksite to accomplish the agency's mission and meet its operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Wells, Larry	Digitally signed by Wells, Larry Date: 2022.08.23 13:30:33 -04'00'	Date:
Supervisor's Signature: FRANCIS CALLAGHAN	Digitally signed by FRANCIS CALLAGHAN Date: 2022.09.08 09:50:20 -04'00'	Date:
AA/RA (or designee) Signature: KAREN MCGUIRE	Digitally signed by KAREN MCGUIRE Date: 2023.01.24 21:34:49 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Daniel J. Burke	Job Title & Grade: Environmental Protection Specialist GS-13
AAship/Region and Division: Region 1 Air & Radiation Division	Address of Official Agency Worksite: Boston, MA
Employee's Work Phone: 617-918-1285	Employee's Work E-mail Address: Burke.Dan@epa.gov
First-line Supervisor: Patrick Bird	First-line Supervisor's Work Phone: 617-918-1287
Proposed Start Date: ASAP	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/23/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can fully perform all my assigned duties from the RWL at least as well as I can from the Official Agency worksite. Approval:

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DANIEL BURKE <small>Digitally signed by DANIEL BURKE Date: 2022.01.26 06:42:15 -05'00'</small>	Date:
Supervisor's Signature: PATRICK BIRD <small>Digitally signed by PATRICK BIRD Date: 2022.04.07 09:14:45 -04'00'</small>	Date:
AA/RA (or designee) Signature: DEBORAH SZARO <small>Digitally signed by DEBORAH SZARO Date: 2022.04.07 08:08:55 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Daniel Burke – Remote Work Text

I can fully perform all my assigned duties from the RWL at least as well as I can from the Official Agency worksite. Approval of this remote work application will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rodgers, Caitlin	Job Title & Grade: Contracting Officer, GS 13
AAship/Region and Division: Region 1, Mission Support Division, Contracts & Procurement	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: (617) 918-1059	Employee's Work E-mail Address: rodgers.caitlin@epa.gov
First-line Supervisor: Fran Callaghan	First-line Supervisor's Work Phone: (617) 918-1055
Proposed Start Date: 04/28/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one: ☒ New Request☐ Request for Modification to Existing AgreementCheck if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on ASAP date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached explanation.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CAITLIN RODGERS	Digitally signed by CAITLIN RODGERS Date: 2022.04.04 11:02:11 -04'00'	Date: 04/04/22
Supervisor's Signature: FRANCIS CALLAGHAN	Digitally signed by FRANCIS CALLAGHAN Date: 2022.04.04 16:14:38 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.04.26 10:34:37 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

All of my duties as a Contracting Officer are considered portable work that can be performed at another location with equal effectiveness with respect to quality, quantity, timeliness, customer service, and other aspects of accomplishing the EPA's mission. There is precedent that all of these functions have occurred with equal effectiveness during the pandemic and during the last 12 years of my career with the federal government where I have teleworked consistently. I have consistently and successfully teleworked since 2009 across multiple federal agencies. I have consistently provided a positive customer experience, effective communication and team wide support while working virtually. Furthermore, all EPA contract files are housed electronically, all contract actions are completed electronically, all contract submissions are submitted electronically and all communications are submitted electronically.

Remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff. There is no adverse impact on other offices or programs and my work does not require access to in office resources. There will be no foreseen disruption to customer service with any agency customers or stakeholders as proven by my 12 years of successfully teleworking. My duties as a Contracting Officer do not have assignments requiring face-to-face customer service or coworker interface. All work functions have been and are currently accomplished virtually. During the last 12 years of my career with the federal government, Ex. 6 Personal Privacy (PP) working without close supervision in either a remote or telework environment. Performing 100% of my duties remotely does not create any impediment to the effective accomplishment of the organization's work and I agree to return to the office worksite if required to do so by my supervisor. Lastly, I do not have any dependents.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Bagocius, Maureen	Job Title & Grade: Contracting Officer GS-13
AAship/Region and Division: Region 1/MSD	Address of Official Agency Worksite: 5 Post Office Square, Boston MA 02109
Employee's Work Phone: 617-918-1968	Employee's Work E-mail Address: bagocius.maureen@epa.gov
First-line Supervisor: Francis Callaghan	First-line Supervisor's Work Phone: 617-918-1055
Proposed Start Date: 04/25/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div>Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/14/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals since I can do everything from this alternate work location that I can do in the office. Duties have been fully performed at the RML (same address as remote request address) without issues. I have properly working equipment at the RWL to ensure compliance with the EPA's information technology policies and procedures including a work issued laptop and cell phone. My WIFI is password protected. I have had full uninterrupted access via WIFI to the VPN, Outlook, Teams, Sharepoint, Intranet, EAS, files and all other required systems for the past 2 years. All our processes and files are fully electronic and paperless at this point as well.

I do not have any necessary dependent care arrangements which need to be maintained or that would interfere with my work or performance while working at the RWL. I have been and will continue to be in compliance with established pay and administration policies on work schedules and established policies for requesting leave. I will comply with remote

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MAUREEN BAGOCIUS	Digitally signed by MAUREEN BAGOCIUS Date: 2022.04.05 11:33:09 -04'00'	Date:
Supervisor's Signature: FRANCIS CALLAGHAN	Digitally signed by FRANCIS CALLAGHAN Date: 2022.04.06 14:39:58 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.04.26 09:35:07 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Maureen Bagocius – Remote Work Text

Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals since I can do everything from this alternate work location that I can do in the office. Duties have been fully performed at the RML (same address as remote request address) without issues. I have properly working equipment at the RWL to ensure compliance with the EPA's information technology policies and procedures including a work issued laptop and cell phone. My WIFI is password protected. I have had full uninterrupted access via WIFI to the VPN, Outlook, Teams, Sharepoint, Intranet, EAS, files and all other required systems for the past 2 years. All our processes and files are fully electronic and paperless at this point as well.

I do not have any necessary dependent care arrangements which need to be maintained or that would interfere with my work or performance while working at the RWL. I have been and will continue to be in compliance with established pay and administration policies on work schedules and established policies for requesting leave. I will comply with remote work time reporting code requirements. I have worked at the RWL for the past two years and would continue the same without any major disruption in the efficiency of work. I am fully available to customers, co-workers and supervisors or managers during my normal work hours and available for emergency responses at all other times for the Removal program should the need arise. All communication during normal business hours and off hours for emergencies has been seamless whether it be via email, Teams calls, phone calls or texts on my work cell phone. My call forwarding technology has been enabled for 2 years and I have my out of office messages enabled when I am away. I have been available and easily accessible to my supervisor, program supervisors, co-workers in contracting and programs, and to third parties outside the office that are involved with site work. I am also accessible to the policy, legal and other offices in OAS and Regional counterparts regarding many issues that arise under these contracts. I am fully capable and available to join virtual meetings or conference calls while working at the RWL. I have safeguarded any agency equipment and used it only for official purposes in accordance with established policies for the past 2 years and will continue to do so in the future. I am willing to travel to the regular office or worksite if requested by my supervisor. I will participate in the annual recertification process as required by the Agency policy and in any other telework and remote work program monitoring or evaluation processes required by the agency or other authoritative entities.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Linda Muldoon	Job Title & Grade: Financial Specialist, Grade 12
AAship/Region and Division: Region 1/ Comptrollers Office	Address of Official Agency Worksite: 5 Post Office Square, Suite 100, Boston MA 02109
Employee's Work Phone: 617-918-1304	Employee's Work E-mail Address: muldoon.linda@epa.gov
First-line Supervisor: Brenda Haslett	First-line Supervisor's Work Phone: 617-918-1357
Proposed Start Date: April 25, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="checked" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="checked" type="checkbox"/> Remote Work Training taken on <u>03/01/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Financial Specialist, all of the duties I perform in the Boston office can be performed in the same manner and same time frame from my remote work location, as all are 100% portable. I have an identical workstation with equipment comparable to my Official Agency worksite except for a printer, which I no longer use, and is in line with the agency's push toward a paperless office. All my duties and my work products can be processed electronically. A secured Internet connection with the use of EPA approved software will enable me to execute all my duties from a remote location. I am able to quickly connect with my supervisor and co-workers remotely, just as I did from the Boston office. I can do this through use of technology such as Microsoft outlook for mail, Microsoft Teams, telephone, EC-500, Adobe Acrobat, etc. I keep my supervisor informed immediately of any issues impeding my ability to perform all duties outlined below. As I did when working from the Boston office, I will set absence emails or voicemails so all know when I am away from the office. In addition, my remote work location distance will not prevent me from quickly traveling to the Boston office should I ever be called into the office.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LINDA MULDOON Digitally signed by LINDA MULDOON Date: 2022.03.23 13:53:22 -04'00'	Date:
Supervisor's Signature: BRENDA HASLETT Digitally signed by BRENDA HASLETT Date: 2022.04.01 10:54:12 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO Digitally signed by DEBORAH SZARO Date: 2022.04.26 09:32:40 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: Valerie Bataille	Job Title & Grade: Management Program Analyst
AAship/Region and Division: Grants/R1 DMS	Address of Official Agency Worksite: 5 Post Office Square, Boston MA
Employee's Work Phone: 617-918-1674	Employee's Work E-mail Address: Bataille.valerie@epa.gov
First-line Supervisor: Cheryl Scott	First-line Supervisor's Work Phone: 617-918-1174
Proposed Start Date: 5/23/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on 7/30/2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachment A

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Bataille, Valerie <small>Digitally signed by Bataille, Valerie Date: 2022.05.18 13:10:35 -04'00'</small>	Date:
Supervisor's Signature: BRIAN TOCCI <small>Digitally signed by BRIAN TOCCI Date: 2022.07.07 12:00:50 -04'00'</small>	Date: July 7th, 2022
AA/RA (or designee) Signature: KAREN MCGUIRE <small>Digitally signed by KAREN MCGUIRE Date: 2023.03.07 10:20:34 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment A

My responsibilities for the region include Audit Follow-up Coordinator, GAO Liaison, Management Integrity Advisor, Davis Bacon Coordinator and Financial grant Compliance. As the coordinator for these programs, I worked independently with EPA programs and recipients. I lead people in cross-silo work to accomplish the goals of these programs. I coordinate with the regional programs to identify subject matter experts across all programs to listen to their perspectives on the Audit issues at hand in order to ensure that we provide the right information to the Inspector General or the Government Accountability Office. In this process, I work with each person involved in the regional Audit to make sure I have a clear understanding of their perspective on the responses we provide and facilitate group meetings across programs to ensure that all programs responding are on the same page and that we have a clear understanding of which program is responding to each question asked. I conduct this work via conference calls and collaborating through the electronic sharing of documents. All folders and files are maintained electronically as is the monitoring, tracking, and reporting of these programs. Working remotely will not impact this work as it is done virtually, electronically, and there is no need for in-office work.

Below please find an explanation for each job responsibility and how these can be performed remotely. As the R1 Audit Follow-up Coordinator (AFC) I perform the following duties: liaison activities for the Region with the Government Accountability Office (GAO), and EPA's Office of Inspector General (OIG); liaison for the region for OIG audits of regional programs, hotline complaints and single audits; coordinate with program offices and recipients of EPA federal funds to resolve audit findings; input audit findings into the Agency's Database; monitor corrective actions to ensure compliance with corrective action plans; review and disseminate material to regional staff related to regulation development; mentor regional staff as alternate for OIG/GAO coordinator; attend monthly calls and coordinate with National program and other OIG/GAO coordinators on OIG/GAO audits. All of these activities do not require any in-person meetings. They are performed via telephone calls, conference calls and all information is shared electronically. This work will not be impacted because it can all be done virtually and electronically.

As the R1 Management Integrity Advisor I perform the following duties: provide necessary instruction and training to ensure compliance with OCFO guidance for submission of the Annual FMFIA Assurance to the Agency Administrator. This training consists of issuing annual guidance and following up with PowerPoint presentations and hosting Q&A sessions to assist management with the FMFIA reporting requirements. I manage and coordinate the Annual Management Integrity Act (MIA) assurance process by reviewing and disseminating materials to the regional FMFIA team. I do not hold in-person meetings to administer this program. I transmit all guidance electronically. The regional programs provide their assurance statements electronically which I then incorporate into the regional FMFIA Assurance Letter. I work with the regional FMFIA team to answer their questions which is done via telephone and conference calls. This work is all done virtually and electronically and working remotely will not impact the quality of this work in any way.

As the R1 Davis Bacon coordinator, I answer EPA staff and recipient questions concerning Davis Bacon provisions and review requests from recipients for additional wage classifications. I

coordinate with state PPOs, EPA POs, EPA Program Managers, various HQ contacts, recipients and DOL as appropriate. Questions are answered by conducting research of DOL's wage determinations, coordinating with HQ's Davis Bacon liaison and with DOL to ensure that we accurately interpret DOL's wage determination regulations. This work is done electronically and does not require any in-person work. This work will not be impacted in anyway working remotely.

I also conduct follow-up when the region has Grant management/financial compliance by reviewing and entering all the Assistance Agreement Advance Monitoring Reviews/Improper Payments into the Agency's Database. I also conduct and resolve Administrative Advance Monitoring reviews and improper payments found during Agency or OIG/GAO reviews. This work is done by coordinating with recipients, EPA project officers and grant specialist via conference calls and by reviewing financial documents submitted to address the non-compliance. I make recommendations on how to reach compliance and I coordinate with recipients to develop corrective action plans and oversee the completion of corrective action plans. This work is done via conference calls and review of electronic submissions. Working remotely will not impact the quality of the work performed because there is no need for in-persons or in-office meetings to effectuate this work.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Carrie Ann M. Garau	Job Title & Grade: Financial Analyst GS-12
AAship/Region and Division: Region 1, Office of Water	Address of Official Agency Worksite: 5 Post Office Sq, Boston, MA 02109
Employee's Work Phone: 617-918-1133	Employee's Work E-mail Address: garau.carrie@epa.gov
First-line Supervisor: Mark Spinale	First-line Supervisor's Work Phone: 617-918-1547
Proposed Start Date: 4/24/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/1/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

* Please see the attached document which describes, in detail, my ability to perform my duties within my Unit remotely.

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature: CARRIE ANN
GARAU

Digitally signed by CARRIE ANN
GARAU
Date: 2022.03.15 13:10:27 -04'00'

Date:
3/15/22

Supervisor's Signature: MARK SPINALE

Digitally signed by MARK
SPINALE
Date: 2022.04.04 06:52:37 -04'00'

Date:

AA/RA (or designee) Signature: DEBORAH
SZARO

Digitally signed by DEBORAH
SZARO
Date: 2022.04.22 09:03:02 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My current position within the Municipal Assistance Unit, as a Financial Analyst (FA) has been and continues to be 100% electronic. I perform the following Job functions which are able to be performed/completed remotely, virtually, and/or electronically without any diminishment of quality, efficiency, or customer service to our state partners:

- Review of Grant Applications: The reviews of grant applications are fully electronic and paperless through our EPA Financial Systems.
 - Grant Application Reviews for Financial Analysts are minimal. We utilize the Compass Data Warehouse and the Op Plan Memo to ensure funds are available and listed correctly in the application. These functions do not require access to the EPA POCH Offices to perform this function
- EPA Staff Meetings:
 - All interactions with EPA staff are conducted remotely either by phone, email, or Teams. This was completed frequently remotely prior to the pandemic and continued during the pandemic so there was no lag in communications.
 - All HQs calls are completed via the Teams Platforms.
 - All Workgroup Meetings are completed via the Teams Platforms
 - For these functions there is no need to access the EPA POCH Offices
- External Meetings:
 - Meetings with State Staff or contractors have been completed successfully via Teams or Zoom for quite some time. Meetings with state staff during SRF reviews have never occurred at the EPA POCH Offices. Prior to the pandemic, any meeting would occur at the state offices. There are also monthly state meetings our group provides to our State Counter Parts to help answer questions and facilitate interstate communication. This is done via Teams, and access to POCH is not required to fulfill these tasks.
- There is no need to access the Boston offices to fully participate in these meetings. However If an in-person meeting is needed or required, this can be done easily enough as I live 20 min from the Lowell Commuter Rail Station and have access to GOVs from the Chelmsford Lab when necessary.
- Financial Transaction Testings (TT) during SRF reviews:
 - TTs are completed electronically with all 6 New England States for the DW and CW SRF Programs. The states share the required documentation for both transactions and project file reviews via pdf document sharing using various web-based platforms (i.e., Google Docs, Drop Box, Microsoft Teams, SharePoint etc). The required or requested documents are provided by the States electronically in whatever format they prefer.
 - Macro enabled Excel Workbooks (Provided by HQ) are used in the review of the documentation from the states. This is completed electronically with all states and their specific program contacts.
 - The finalized Transaction Reviews are then uploaded to the HQ CW DW SharePoint Site no later than 7/31 of each year's review cycle.
 - None of these tasks require access to the POCH building or resources at POCH
- FFATA Reporting and reviewing:
 - This is completed via the FSRs.gov website. From the website PDFs are downloaded and reviewed. The data from the system is entered into a tracking sheet which is held within

the Teams environment for Project Officers and staff to easily reference. POCH access is not required for this function.

- All CW & DW SRF record keeping are completed electronically by Uploading finalized data to HQ SRF SharePoint sites.
- Reviewing Independent State Audits of the 6 New England States for both CW & DW SRF
 - All Audits from each state and their respective programs are provided electronically.
- Completion of Financial Reviews for the CW & DW SRF Programs:
 - This is done by reviewing Electronic copies of Subrecipient Single Audits, Annual Reports, and IUPs. All documentation is provided via PDF from the 6 States for both the Clean Water and Drinking Water SRFs.
- Updating and QA'ing PERs for each state review. The PER's are an in-depth review of how each state and program are managing the SRF Funds received.
- Review of ULO Reports and distribution to each state program contact

All of the functions I perform as a Financial Analyst for the SRF Team are able to be performed efficiently and successfully while at a remote work location. There is no required need to access POCH to perform any of these tasks and duties, as they all can be completed with the same quality and efficiency from my home without any compromise of customer service to our external partners.

When travel and in-person conferences resume, I will be available for in-person participation at events related to any of my duties as required. Prior to the pandemic, conferences were between 3 and 4 times per year. In those situations, travel was done either by POV or GOV, and carpooling was utilized for any meetings within Region 1.

Any files I am responsible for are generated and transmitted electronically via email or SharePoint. I do not receive any paper files or correspondence by USPS/FedEx/UPS mail. However, in the extremely rare instance hard copy mail arrives, I am available to retrieve the mail at the Boston office when necessary. If a GOV is required at any point for travel within Region 1, I can access the POCH or Chelmsford Lab Motor pool when necessary. In addition, records management responsibilities are achieved through EPA's EZ Records system. All of the functions that I perform do not require hard copy correspondence, and any formal correspondence is signed, digitized, and sent electronically to recipients. These records are preserved using the EZ Records platform.

My home office consists of: Ergonomic Chair, Desk, Dual Monitor, 4-1 Printer/Scanner, Notebooks, Pens, Proper lighting (Both Natural and via LED lighting), Whole House Generator in case of power outage, and High-Speed internet.

The duties of a Financial Analyst are able to be completed remotely with success and efficiency. None of the tasks require access to the POCH Offices. I can successfully complete all of my job functions, as well as attend all meetings with team members and outside entities virtually. My quality of work will not be diminished by the remote work schedule, nor will there be any compromise in customer service and responses to our external partners. The time spent remotely will help to improve my efficiency and productivity.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Heidi Horahan	Job Title & Grade: EPS/Project Officer/GS0028/13
AAship/Region and Division: Region 1 SEMD	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02108
Employee's Work Phone: 617-918-1430	Employee's Work E-mail Address: horahan.heidi@epa.gov
First-line Supervisor: Ross Gilleland	First-line Supervisor's Work Phone:
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date:

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one: ☒ New Request

☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Heidi Horahan

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on March 1, 2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

In general, I have all the equipment that I need to perform my duties. Because of the pandemic and the need to work remotely, I have purchased a 27-inch computer monitor that I have hooked to my laptop. I also have a dedicated hard-wired printer for use with any printing needs, although, since all my files are stored on a secure shared network drive, I seldom have a need to print anything. I have the ability to "e-sign" documents that require a signature and date. If given permission to work remotely, I will keep my existing schedule, which previously allowed me to work remotely one day per week. Also, working part-time, I have always been available for necessary meetings, trainings, etc. on my day off in order to fulfill all my responsibilities. I have a personal cell phone number that have all my office calls forwarded to and I have given my cell number out to all my customers. My cellphone number is listed at the bottom of all my emails so that I am always available for calls. To work collaboratively, I have the ability to both share my screen and to view others' screen, if a need arises to work on a document together. Additionally, the use of a Teams chats allows me to be available instantaneously for any questions or concerns that arise. It is not necessary to call and leave a message or wait for an

Approval/Disapproval (attach documentation):

See Attached



Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature:

HEIDI HORAHAN

Digitally signed by HEIDI HORAHAN
Date: 2022.03.18 14:17:45 -04'00'

Date:

Supervisor's Signature:

ROSS GILLELAND

Digitally signed by ROSS GILLELAND
Date: 2022.03.22 10:29:30 -04'00'

Date:

3/22/2022

AA/RA (or designee) Signature:

DEBORAH
SZARO

Digitally signed by
DEBORAH SZARO
Date: 2022.04.22 09:08:26
-04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment – Heidi Horahan Remote Work Application

In general, I have all the equipment that I need to perform my duties. Because of the pandemic and the need to work remotely, I have purchased a 27-inch computer monitor that I have hooked to my laptop. I also have a dedicated hard-wired printer for use with any printing needs, although, since all my files are stored on a secure shared network drive, I seldom have a need to print anything. I have the ability to “e-sign” documents that require a signature and date. If given permission to work remotely, I will keep my existing schedule, which previously allowed me to work remotely one day per week. Also, working part-time, I have always been available for necessary meetings, trainings, etc. on my day off in order to fulfill all my responsibilities. I have a personal cell phone number that have all my office calls forwarded to and I have given my cell number out to all my customers. My cellphone number is listed at the bottom of all my emails so that I am always available for calls. To work collaboratively, I have the ability to both share my screen and to view others’ screen, if a need arises to work on a document together. Additionally, the use of a Teams chats allows me to be available instantaneously for any questions or concerns that arise. It is not necessary to call and leave a message or wait for an email response. For keeping engaged and maintaining “connections”, I have a camera that gives me the ability for face-to-face meetings, as if I were there in the office with my colleagues. So, with all these tools, I am able to maintain all my responsibilities so as to not diminish the Agency’s ability to accomplish it’s mission and goals as it relates to my specific responsibilities, Contract Management. As an aside, I have been performing all my responsibilities remotely at an acceptable level since March 2020. I have not had a need to be physically present in the office and have performed all my responsibilities diligently. Below are my critical job elements with a discussion as to how I plan to manage achieving those performance metrics from a remote location.

Performance Elements

EPA Customer Experience Administrative

Develops and maintains relationships with program partners in SEMD/LCRD, the contract/grant offices, and with external stakeholders (e.g., contactors, grantees, etc) to successfully implement/monitor contracts, Interagency Agreements, grants, and/or cooperative agreements to support EPA’s mission.

With the aid of my cellphone, MS teams, and email, and a webcam, I am able to develop and maintain relationships with all partners, to successfully implement and monitor contracts. All contract related documents are housed on a secure network drive that is only accessible with established permissions by our IT group. I have access to all documents at any time.

Region 1 - Project Officer (General)

Employee takes required Project Officer training to obtain/maintain certification, attends regional and national training as applicable, and has and maintains knowledge of grant policies and processing issues as they relate to the specific type of grants and programs being managed. Provide programmatic and administrative oversight of assigned contract/IA/grants actions in accordance with federal regulations and EPA policies to ensure that the government receives the best value, and technically sound products and deliverables to support EPA’s mission. Activities include review and evaluation of financial reports, including monthly invoices, status progress reports, and other supporting documentation to ensure consistency with applicable contract/grant/IA conditions, regulations, guidance and policies. Completes

tasks in accordance with established procedures and timeframes. Facilitates processing and administration by maintaining good communication with appropriate financial office (grants office, comptroller, Contracting Officer) on any fiscal problems and performance issues. Proactively resolves problems and elevates them to supervisor if resolution cannot be achieved. Sets up and maintains program grant files in accordance with agency instructions. Transfers official records to the program's official recordkeeping system.

Project Officer training to obtain/maintain certification has always been done on-line. I have a well-established, well-running, uninterrupted, internet services that allows me to access trainings in DAU, CSOD, FedTalent, and other platforms in order to maintain my certification. Because all files have been maintained on a network drive, it is seamless to oversee contracts from any location. Since most actions are completed in writing with subsequent contract modifications, having email accomplishes this goal. All invoices, cost proposals, monthly reports, workplans, etc. are submitted on-line and can be accessed/reviewed from any location. There are no barriers to effective and efficient communication.

**Region 1 - Project Officer, Contracting Officer's Representative (COR)
and Program Lead**

Effectively serve as the Lead Project Officer for assigned contracts, Interagency Agreements (IAs), grants, and/or Cooperative

Agreements to support EPA's mission to protect human health and the environment. Work is completed consistent with sound financial management, government contracting and assistance agreement regulations and requirements. Serves as the liaison with Contracting, Grants, IA, and Finance Staff. Resolves problems with sound and effective action. Participates in national planning and evaluation efforts. Develops and continually improves, as necessary, streamlined guidance and procedures. Develops and implements tracking systems that are appropriate. Effectively promotes and supports meeting the Agency's Small Business Program goals and commitments. Identifies and communicates where Region 1 could enhance potential contracting opportunities for Small Businesses, Small Disadvantaged Businesses, 8(a) Businesses, Service-Disabled Veteran-Owned Small Business, Women Owned Small Business and HUBZone Businesses.

Again, with all the tools I have discussed above, email, MS teams, cellphone, camera, and chat, I can effectively serve as the Lead Project Officer for my assigned contracts. With all files being stored on a secure network drive that I can routinely access I have the necessary tools to resolve any issues that arise with a sound and effective action. Most national planning is done through conference calls. All tracking systems are maintained in the network files. So, in effect, my responsibilities do not require me to be in the physical office. However, I am within commuting distance so that if I need to travel Boston I can be there within one hour.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Lynne Delgado	Job Title & Grade: Environmental Protection Specialist GS12
AAship/Region and Division: Region I-Superfund and Emergency Management Division	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: 617-918-1234	Employee's Work E-mail Address: delgado.lynne@epa.gov
First-line Supervisor: Catherine Young, Acting	First-line Supervisor's Work Phone: 617-918-1217
Proposed Start Date: 03/27/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div>Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div><div>LYNNE DELGADO</div><div>Digitally signed by LYNNE DELGADO Date: 2022.03.08 14:51:21 -05'00'</div></div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/22/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am requesting Remote Telework since the duties of my position as a project officer, and bankcard holder are 100% portable. This has been proven by the mandatory full-time work at home (almost 2 years) that I can effectively, with advancements in information technology, perform all the duties assigned to me while working remotely as I can accomplish them while in the office.

Ex. 6 Personal Privacy (PP)

Computer technology with virtual meeting capability has dramatically changed the business field and the need to meet in person is rarely necessary. The use of this technology has eliminated the need to go into the office for in-person meetings as well eliminated the need for hard copy documents which is in alignment with the Agency's transition away from paper-based systems. My work is 100% electronically performed effectively and efficiently while accomplishing the Agency's mission and its operational goals.

Remote Telework also allows for cost savings to the government by eliminating the transit subsidy payments, reducing office space fees, and eliminating leave and loss of work-time due to severe weather-related issues. This request is with the understanding that I will report to the office whenever necessary.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LYNNE DELGADO	Digitally signed by LYNNE DELGADO Date: 2022.03.08 14:51:54 -05'00'	Date:
Supervisor's Signature: CAROL TUCKER	Digitally signed by CAROL TUCKER Date: 2022.03.21 14:53:34 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.05.06 12:02:25 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mark R. Smart	Job Title & Grade: Paralegal Specialist /GS11
AAship/Region and Division: ORC Region 1	Address of Official Agency Worksite: 5 Post office Square Ste 100 Boston, MA 02109
Employee's Work Phone: (617) 918-1094	Employee's Work E-mail Address: smart.mark@epa.gov
First-line Supervisor: Samir Bukhari	First-line Supervisor's Work Phone: (617) 918-1095
Proposed Start Date: TBD	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="text-align: center;">MARK SMART</div> <div style="text-align: right;">Digitally signed by MARK SMART Date: 2022.02.11 16:41:52 -05'00'</div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/26/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Working remotely during this two-year long health pandemic has completely altered the traditional workday. Not only have

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARK SMART <small>Digitally signed by MARK SMART Date: 2022.02.11 16:42:23 -05'00'</small>	Date:
Supervisor's Signature: SAMIR BUKHARI <small>Digitally signed by SAMIR BUKHARI Date: 2022.03.17 13:55:03 -04'00'</small>	Date:
AA/RA (or designee) Signature: DEBORAH SZARO <small>Digitally signed by DEBORAH SZARO Date: 2022.04.21 07:54:08 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Working remotely during this two-year long health pandemic has completely altered the traditional workday. Not only have I been able to completely accomplish ALL five (5) of my assigned duties and tasks identified as “Critical Elements” under the PARS system, I continue to complete them in an increasingly efficient, positive and productive manner. The time value lost due to catching train transportation to and from work is eliminated, which has resulted in the elimination of the expense of \$406.00 a month with the EPA reimbursing \$280.00 a month. As an example, if ten (10) employees choose this path, that equates to an EPA savings of \$2,800.00 per month with a annual savings of \$33,600.00. This money could be put to use in awards programs and or given back to the communities. What was once time spent traveling (time away from the computer) is now well spent. I actually have an increase in the amount of work hours being at my computer. Being readily available rather than commuting, has allowed me to give the EPA a bigger bang for their buck, as well as the travel costs savings mentioned above. On a final note, should there be a time when required to physically appear in the office, I have no problem in doing so. I understand there may be occasion(s) which would require me to go into the office at times.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Vinh Truong	Job Title & Grade: Financial Specialist GS 12 05
AAship/Region and Division: R01-MSD-MCOB	Address of Official Agency Worksite: 5 Post Office Square Suite 100 Boston, MA 02109-3912
Employee's Work Phone: 617-918-1935	Employee's Work E-mail Address: truong.vinh@epa.gov
First-line Supervisor: Brenda Haslett	First-line Supervisor's Work Phone: 617-918-1357
Proposed Start Date: 10/25/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/02/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Financial Specialist and Funds Control Officer my duties and the tasks I am assigned are 100% portable. I do not have any duties or work assignments which require physical face-to-face customer service or coworker interface. My work predominantly includes funding procurements, registering employees for training classes and preparing travel for management and agency staff. These tasks require access to agency systems. A secured Internet connection with the use of EPA approved software will enables me to execute all my duties from a remote location. I access Concur for travel, the BAP system for training and all EPA financial systems for funding documents without issue through the VPN. I'm able to use my purchase card the same way I do when in the office. In addition to my access to agency systems, technology such as Microsoft outlook for mail, Microsoft Teams, telephone, EC-500, Adobe Acrobat, etc., provides me with everything I need to accomplish all my duties. Microsoft Teams is the biggest asset as I can interact with my customers, management team and co-workers easily and efficiently. I am also able to help train newer employees and assist colleagues by calling on the phone, through Teams or through sharing screens in Teams meeting. My customer

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: VINH TRUONG <small>Digitally signed by VINH TRUONG Date: 2022.10.06 16:50:32 -04'00'</small>	Date: 10/6/2022
Supervisor's Signature: BRENDA HASLETT <small>Digitally signed by BRENDA HASLETT Date: 2023.01.04 10:32:48 -05'00'</small>	Date:
AA/RA (or designee) Signature: KAREN MCGUIRE <small>Digitally signed by KAREN MCGUIRE Date: 2023.01.24 21:26:45 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Vinh Truong – Remote Work Text

As a Financial Specialist and Funds Control Officer my duties and the tasks I am assigned are 100% portable. I do not have any duties or work assignments which require physical face-to-face customer service or coworker interface.

My work predominantly includes funding procurements, registering employees for training classes and preparing travel for management and agency staff. These tasks require access to agency systems. A secured Internet connection with the use of EPA approved software will enables me to execute all my duties from a remote location. I access Concur for travel, the BAP system for training and all EPA financial systems for funding documents without issue through the VPN. I'm able to use my purchase card the same way I do when in the office. In addition to my access to agency systems, technology such as Microsoft outlook for mail, Microsoft Teams, telephone, EC-500, Adobe Acrobat, etc., provides me with everything I need to accomplish all my duties. Microsoft Teams is the biggest asset as I can interact with my customers, management team and co-workers easily and efficiently. I am also able to help train newer employees and assist colleagues by calling on the phone, through Teams or through sharing screens in Teams meeting. My customer service is the same whether I am in Boston or at a remote location, in addition, my extensive output productivity also remains the same whether I am in Boston or at a remote location. Agency tools, provided due to the fact the agency went into full remote after the start of the pandemic, allows me to do every task I am assigned.

My alternate work office has ample lighting and is free of any impediments. I have all the equipment necessary to complete my work including dual 27-inch monitors, mouse, keyboard, wireless headset, and other peripherals. I have high speed broadband internet access and call forwarding from my office phone to my cell phone. I understand how important it is for me to be reachable when working from home and am responsive and available during scheduled work hours by phone, email, and other methods (e.g., Teams). I also will continue to keep my supervisor informed of any issues I encounter. Finally, I keep my activity log updated daily to keep track of every task I do as it helps me, not only throughout the year, but also during my mid-year and end of year review as well. This is a practice I use both in Boston and remotely.

I understand that if I am required to come to the Boston office per management request, I will and I am able to do so as necessary. I also understand I will opt out of transit subsidy.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mary Elizabeth Garren	Job Title & Grade: Physical Scientist, GS-13/10
AAship/Region and Division: Region 01	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: 617-918-1322	Employee's Work E-mail Address: garren.mary@epa.gov
First-line Supervisor: Jacqueline LeClair	First-line Supervisor's Work Phone: 617-918-1549
Proposed Start Date: April 15, 2022	If Temporary, Proposed End Date:

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Request:

Check one: ☒ New Request

☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 07-22-2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached supplemental information.

I have successfully worked for the past two years from my AWL without interruption. Remote work has allowed me to meet both the needs of my colleagues within the Agency and the New England states. I have maintained close relationships with my colleagues, effectively established a mentoring relationship with a newer employee, and continued section meeting and work group participation via the Teams platform. I will comply with the remote work agreement, maintain close communication with my supervisor and coworkers, and effectively perform my work at the senior staff level.

All my resources are available to me electronically and will continue to allow me to operate successfully from my RWL. I have no need to maintain a physical space in the Region office. I can easily work without a designated space if my

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARY GARREN <small>Digitally signed by MARY GARREN Date: 2022.03.07 14:47:43 -05'00'</small>	Date:
Supervisor's Signature: JACQUELINE LECLAIR <small>Digitally signed by JACQUELINE LECLAIR Date: 2022.04.04 08:26:27 -04'00'</small>	Date:
AA/RA (or designee) Signature: DEBORAH SZARO <small>Digitally signed by DEBORAH SZARO Date: 2022.04.25 12:38:29 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I have a full workload as a senior staff member in the Water Quality and Wetland Protection Section that can be accomplished remotely. The Agency's mission will not be adversely impacted in any way if I am working remotely. Remote work won't require a change in my duties or change the way my duties are performed. I have successfully worked for the past two years from my AWL without interruption performing those same tasks and roles. Remote work has allowed me to meet both the needs of my colleagues within the Agency, the New England states, and outside parties. I have maintained close relationships with my colleagues and continued section meeting and work group participation via the Teams platform. I will comply with the remote work agreement, maintain close communication with my supervisor and coworkers, and effectively perform my work at the senior staff level. I have a more than 35 year career in the

Region

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My working remotely will not set a precedent for a future employee who takes on any of my roles within the section at a lower grade level. I do not have a backlog of work so there is no impact to workload in transitioning to a remote schedule. The bipartisan infrastructure law will not change the type of work or volume of work that I do.

All the meetings that I have with Agency staff, state staff, consultants or outside parties can be accomplished remotely using the available technologies (e.g., telephone, MS Teams, email). My interactions with the states work best for them when they are done via MS Teams. Our interactions have greatly increased during the pandemic as they have embraced my easy accessibility via MS Teams. I belong to two workgroups at NEIWPCC, both of which offer remote access which is used by many of the attendees. My position does not require trips to HQ or other Regions. I am not a part of the Region's Response Corp so I do not participate in those training or drills.

I have demonstrated that I can effectively establish a mentoring relationship with a newer employee through the available technology. I got to know, began to educate, and assisted this newer employee with her work. We have worked together as she has accomplished many of her responsibilities for the first time. I have established relationships with other new employees outside my section while working remotely in an effort to assist in their transition into the Region's work culture.

All my resources are available to me electronically and will continue to allow me to operate successfully from my RWL. I have no need to maintain a physical space in the Region office. I can easily work without a designated space if my presence is required in the office for any length of time. If it is helpful for me to return to the office for some reason, I am able to do that.

I live 18 miles from Post Office Square in Stoughton. That is 24 miles one way when driving between my house and the office. My normal commute was via the commuter rail. The cost to the Region if I were reimbursed for travel using the commuter rail would be that of a commuter rail Zone 4 roundtrip ticket (currently \$17.50). Prior to the pandemic I was reimbursed for six days of travel a pay period working in the office.

I currently have access to all the working technology I need. My PIV card and computer are working fine. I have accessed IT support remotely via Bomgar when needed. I do not anticipate using a GOV vehicle as my interactions can be successfully accomplished remotely. I do not require printing, copying, or mailroom assistance as my interactions with others are already done electronically. Documents submitted to me and produced by me are all exchanged electronically. My historic files are all available to me electronically. I do not need to generate or maintain paper files at Post Office Square.

I have analyzed all elements of my position description and am confident that I can successfully accomplish all of my roles from a remote location.

- *I serve as a Total Maximum Daily Load (TMDL) coordinator in the Water Quality and Wetlands Protection Section developing more effective approaches for collecting and analyzing water quality data and watershed land use data, pollutant source and pollutant loading information, conducting water quality assessment, reviewing 303(d) impaired waters listing submissions, TMDL development and TMDL implementation to restore water quality.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *My role is as the expert for the section on coordination with the Superfund and Resource Recovery and Remediation (RCRA) programs on 303(d) water quality impairment listing decisions and TMDL development/approval and implementation as it relates to Superfund and RCRA site remediation plans advising the Chief of the Water Quality and Wetlands Protection Section and the staff on these matters.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *My role is as the section's chief geologist advising Section personnel on the movement and estimated loading of pollutants migrating through groundwater to surface waters subject to the TMDL program.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I provide advice and assistance to federal, tribal, state and local government on matters relating to the development of effective TMLs, environmental protection plans and related policies and regulations.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I develop, review, analyze, and recommend modification of state program approaches, draft TMDLs, water quality restoration plans, water quality models, water quality assessment and data management methods.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I develop comments on national policies; work with states as they develop TMDLs to help assure their eventual approvability; draft comment and approval letters and records for decisions; coordinate with other water programs, as well as the Office of Regional Counsel, Headquarters Office of Water and Office of General Counsel on TMDL policy and on controversial high visibility approvals/disapprovals, as well as how program policies and regulations should be interpreted and implemented.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *Based on extensive experience and knowledge I am in a role to provide expert advice to management in the Region and at Headquarters on how to improve the effectiveness of the TMDL program in quantifying and addressing pollutant loads transported to surface waters via groundwater from Superfund and RCRA remediation sites, septic systems, wastewater treatment facilities or other sources discharging pollutants to groundwater.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I advise Superfund and RCRA programs on the implications of TMDLs and water quality standards on site investigations and remedies. I interpret state and federal water quality regulations as they relate to Superfund and RCRA guidance and regulations.*

If this need arises, this can all be accomplished in the future using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I assist state and federal program staff in cross-program negotiations on TMDLs, water quality standards, ARARs and remedial action end-points.*

If this need arises, this can all be accomplished in the future using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I build collaborative relationships with EPA staff and management, state environmental agency staff, tribes, other agencies and interested stakeholders.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *In my role I work in a strategic fashion to focus on and correct water quality problems that significantly affect environmental and/or public health. I am able to negotiate with states, tribes, and EPA programs in setting priorities for water quality assessment, TMDL development and TMDL implementation strategies. I am able to review and evaluate state and tribal water quality assessment and TMDL development approaches against technical, legal and policy requirements and recommend improvement.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I maintain current, detailed knowledge of national regulatory and policy developments, and identify their implications for regional, state and tribal programs. I communicate with and provide guidance and feedback to affected parties, including regional, state, tribal and local governments, the regulated community and the general public.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I review state biennial lists of impaired waters (303(d) List) and TMDL submissions and develop the administrative record and documentation for approval or disapproval action.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I analyze chemical, biological, and physical data including hydrogeologic analyses, groundwater transport models, biomonitoring assessments, and geographic information system (GIS) data layers to assess groundwater pollutant transport and attenuation, watershed development-related stressors and support development of restoration plans or the NPDES permit program e.g., effluent limitations and monitoring requirements.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email, other available computer programs, etc.)

- *In my role I am able to develop new techniques for assessing water quality and development of TMDL targets using groundwater pollutant transport and attenuation models, land use loading models, geographic information systems (GIS), biomonitoring, multi-metric assessment and statistical tools to derive new TMDL development methods, targets and implementation tools.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email, other available computer programs, etc.)

- *I work with State, EPA, and other federal agency scientists and engineers and EPA contractors to determine indices/targets for healthy watersheds based on comparison of biological and pollutant loading data to land cover and stream flow characteristics (such as: proximity to Superfund or RCRA remediation sites, intensity/location of groundwater nutrient loading from septic systems, soil types, erosion, impervious cover, temperature, and ecologic limits of hydraulic alteration such as, % change August median flow or other flow targets) for use as water quality assessment and TMDL targets.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email, other available computer programs, etc.)

- *I help states develop and improve methods for classifying and organizing chemical, pollutant, physical, hydrologic, geologic, algae, macroinvertebrate, fish, and toxicity data used to derive and support listing decisions, TMDLs and NPDES permits.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I work with the United States Geologic Survey (USGS), EPA's Chelmsford New England Regional lab and EPA's Office of Research and Development (ORD) on design and evaluation of monitoring to assess the impact of groundwater transported pollutants on the impairment status of New England surface waters.*

If this need arises, this can all be accomplished in the future using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I provide recommendations on buffers, stream corridor, wetlands, invasive species avoidance and other aquatic habitat improvement measures that should be taken in conjunction with TMDL implementation activities.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I review chemical, pollutant, physical, hydrologic, algae, macroinvertebrate, fish and toxicity data used to derive and support listing decisions.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *In my role I am able to provide expert TMDL and Water Quality program presentations at regional and national conferences and testimony at state or federal TMDL public meetings and hearings.*

I have never been asked to do this, however if asked in the future, this could be accomplished using the technological resources currently available to me (e.g., videoconferencing, MS Teams). In that very unlikely circumstance that my physical presence was requested, that could be arranged.

- *I support the NPDES permit program in development of complex water quality based permits and effluent limitations consistent with approved TMDLs and Water Quality Standards.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I coordinate or consult (as appropriate) with tribes on water quality assessment, listing and TMDL actions.*

If this need arises, this can all be accomplished in the future using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I coordinate with and provide point of contact for other federal agencies, state agencies, the general public, industry, and environmental groups concerning assigned TMDL actions.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

- *I am able to serve as an EPA project officer or contract officer representative for assigned projects by ensuring sound oversight of government grants, interagency agreements, contracts and procurement; properly administering grants/interagency agreements/contracts in an efficient, effective and timely manner, and ensuring that all financial obligations are managed consistent with Agency guidance and commitments. I am able to attain and maintains required level of training for job as Project Officer and Contract Officer Representative.*

If this need arises, this can all be accomplished in the future using the technological resources currently available to me (e.g., telephone, MS Teams, email, appropriate online programs specific to grants and contracts).

- *I oversee EPA contractors and grantees.*

I have been throughout the pandemic and will be able in the future to fully accomplish this using the technological resources currently available to me (e.g., telephone, MS Teams, email).

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: David L. Mackintosh	Job Title & Grade: Environmental Engineer GS-12
AAship/Region and Division: Region 1 Air and Radiation Division	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: 617-918-1584	Employee's Work E-mail Address: mackintosh.david@epa.gov
First-line Supervisor: John Rogan	First-line Supervisor's Work Phone: 617-918-1645
Proposed Start Date: April 1, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/31/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All work is portable and has been performed effectively at the alternative work location for the past two years during the COVID pandemic: March 2020 through March 2022. Specifically, the employee works primarily with the states, other EPA Regions, EPA National Offices (in DC and RTP, NC), and air-shed coordinating groups (OTC, NESCAUM, MARAMMA), which do not require the employee to be in the Region 1 Offices, since these groups are primarily communicated with through email, remote conference, telephone, document sharing, and in rare situations, in-person meetings outside of the Region 1 Offices. Other duty assignments involve commenting on state proposals and authoring federal register notices, which can also be performed remotely. Region 1 internal communication, with management and coworkers, has also been accomplished effectively through the use of email, remote conference, document sharing, editing, commenting, and telephone communications. There are no duties that require the employee to be physically in the Office.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DAVID MACKINTOSH	Digitally signed by DAVID MACKINTOSH Date: 2022.03.21 13:16:05 -04'00'	Date:
Supervisor's Signature: JOHN ROGAN	Digitally signed by JOHN ROGAN Date: 2022.03.31 18:39:06 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.04.26 09:33:31 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Ray Cody	Job Title & Grade: Env. Prot. Spec., GS-13
AAship/Region and Division: Water Division, Boston, MA	Address of Official Agency Worksite: 5 Post Office Sq., Boston, MA
Employee's Work Phone: 617.918.1366	Employee's Work E-mail Address: cody.ray@epa.gov
First-line Supervisor: Maryjo Feuerbach	First-line Supervisor's Work Phone: 617.918.1578
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Mar 22, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Since the advent of the "Covid-19 pandemic", I have been working exclusively from home. The nature of the work I now perform is largely if not exclusively contract administration and management. My work supports a number of Water Division programs. The nature of this work is such that no in-person meetings are required. All work duties can be performed from home. The past two or more years have in fact demonstrated exactly this.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval of this Remote Work application would change none of the above, and may even reduce the cost to EPA in maintaining a work space / cubicle, among other costs and burdens associated with managing and maintaining office work space for an employee(s). In sum, there is no need to commute to an office. All my official duties may be successfully accomplished from the Remote Work location.

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

RAPHAEL CODY

Digitally signed by RAPHAEL
CODY
Date: 2022.03.29 10:43:17 -04'00'

Date:

Supervisor's Signature:

**MARYJO
FEUERBACH**

Digitally signed by MARYJO
FEUERBACH
Date: 2022.03.31 17:11:11 -04'00'

Date:

3/31/2022

AA/RA (or designee) Signature: **DEBORAH
SZARO**

Digitally signed by DEBORAH
SZARO
Date: 2022.05.06 12:03:51 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Epstein, Ian	Job Title & Grade: Contract Specialist, GS-13
AAship/Region and Division: Region 1, MSD, Contracts and Procurement	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: 617-918-1023	Employee's Work E-mail Address: Epstein.Ian@epa.gov
First-line Supervisor: Francis Callaghan	First-line Supervisor's Work Phone: 617-918-1055
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):**Request:**Check one: ☒ New Request ☐ Request for Modification to Existing AgreementCheck if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification****Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.**Section 4. Employee Certification and Signature****Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.☒ Remote Work Training taken on 03/28/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

100% of my duties as a contracting officer are considered portable work that can be performed at another location with equal effectiveness with respect to quality, quantity, timeliness, customer service, and other aspects of accomplishing the EPA's mission. There is precedent that 100% of these functions have occurred with equal effectiveness during a track record of working telework for 13 years at the agency and always providing a seamless customer experience and effective work product. Additionally, I am coming from a virtual position at GSA where I was 100% remote and have a long established track record. All contract files are in an electronic filing system, all contract actions occur in a web based contract writing system, all contract submissions are submitted electronically and any/all communications are submitted electronically with no communications coming via mail to the federal building. Remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff. There is no adverse impact on other offices or programs and my work does not require access to in office resources. There will be no foreseen disruption to customer service with any agency customers or stakeholders, I have a 13 year track record of being super

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: IAN EPSTEIN	Digitally signed by IAN EPSTEIN Date: 2022.03.29 10:55:58 -04'00'	Date:
Supervisor's Signature: FRANCIS CALLAGHAN	Digitally signed by FRANCIS CALLAGHAN Date: 2022.04.04 16:19:21 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.08.03 08:28:09 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

100% of my duties as a contracting officer are considered portable work that can be performed at another location with equal effectiveness with respect to quality, quantity, timeliness, customer service, and other aspects of accomplishing the EPA's mission. There is precedent that 100% of these functions have occurred with equal effectiveness during a track record of working telework for 13 years at the agency and always providing a seamless customer experience and effective work product. Additionally, I am coming from a virtual position at GSA where I was 100% remote and have a long established track record. All contract files are in an electronic filing system, all contract actions occur in a web based contract writing system, all contract submissions are submitted electronically and any/all communications are submitted electronically with no communications coming via mail to the federal building. Remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff. There is no adverse impact on other offices or programs and my work does not require access to in office resources. There will be no foreseen disruption to customer service with any agency customers or stakeholders, I have a 13 year track record of being super responsive while in a telework or remote work status. My duties as a contracting officer does not have assignments requiring face-to-face customer service or coworker interface. All work functions have been and are currently accomplished virtually including Pre-Award/Post Award meetings, vendor engagements and monthly status meetings with internal and external customers. I have a 13 year demonstrated track record of meeting performance plan objectives and working without close supervision in either a remote or telework environment. Performing 100% of my duties remotely does not create any impediment to the effective accomplishment of the organization's work and I agree to return to the office worksite if required to do so by my supervisor. Arrangements are in place for dependent care so I have the ability to work remotely and dedicate 100% of my attention to work.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Joan E Serra	Job Title & Grade: Environmental Engineer/ GS 13
AAship/Region and Division: Region 1/ ECAD	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: 617-918-1881	Employee's Work E-mail Address: serra.joan@epa.gov
First-line Supervisor: Kristi Rea	First-line Supervisor's Work Phone: 617-918-1595
Proposed Start Date: 4/24/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/1/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

In Region 1, I am the Region's ICIS System Administrator and have had this role since the late 1990s. ICIS, or the Integrated Compliance Information System, is EPA's national database of record for most compliance inspection, enforcement and compliance assistance activities conducted within the regions and headquarters. ICIS also houses and tracks compliance with NPDES and CAA permits. States and tribes use ICIS to track this information as well. All of my work as System Administrator is done online and can be done remotely. None of my work needed to be adjusted during the pandemic.

My job functions include the following:

-approve access to ICIS for new EPA and State users. Region 1 has not had any tribes request access to date. The approval process is a multi-step process that involves the user requesting access through the EPA portal (at <https://icis.epa.gov>), my approving the request in the portal, then creating the new account directly in ICIS. There are

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

JOAN SERRA

Digitally signed by JOAN SERRA
Date: 2022.04.01 14:07:51 -04'00'

Date:

Supervisor's Signature:

KRISTI REA

Digitally signed by KRISTI REA
Date: 2022.04.14 16:35:49
-04'00'

Date:

AA/RA (or designee) Signature: DEBORAH
SZARO

Digitally signed by DEBORAH
SZARO
Date: 2022.05.06 12:05:43 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Serra, Joan – Remote Work Text

In Region 1, I am the Region's ICIS System Administrator and have had this role since the late 1990s. ICIS, or the Integrated Compliance Information System, is EPA's national database of record for most compliance inspection, enforcement and compliance assistance activities conducted within the regions and headquarters. ICIS also houses and tracks compliance with NPDES and CAA permits. States and tribes use ICIS to track this information as well.

All of my work as System Administrator is done online and can be done remotely. None of my work needed to be adjusted during the pandemic.

My job functions include the following:

- approve access to ICIS for new EPA and State users. Region 1 has not had any tribes request access to date. The approval process is a multi-step process that involves the user requesting access through the EPA portal (at <https://waa.epa.gov>), my approving the request in the portal, then creating the new account directly in ICIS. There are varying levels of access that I grant in ICIS depending on the person's program and job. These actions are done online and can be done remotely.

- train new ICIS users. I am able to train people very easily remotely either by phone or through Teams and do not need to meet in person.

- oversee data entry for all inspections and enforcement actions entered into ICIS. Conduct data quality reviews through reports. All reviews are able to be completed online and can be done remotely.

- complete data reviews and analysis for managers within the region. All reviews are done online and can be done remotely.

- conduct enforcement screens for regional attorneys prior to issuance of enforcement actions. Process involves emailing regional contacts and sometimes state partners for any input/concerns about the pending action and compiling answers in an email back to the attorney. Follow up is done by phone or email. Screens are done online and can be done remotely.

- conduct compliance and enforcement screening for regional and national award nominees prior to selection. Involves emailing State and regional contacts, as appropriate, and compiling the responses in a message back to the initial requester. This work is all done electronically through emails or phone calls and can be done remotely.

-complete mid-year and end-of-year (EOY) data reviews and certifications for OECA. Reviews are all electronic through ICIS and do not require any paper records review or time in the office. Meetings with legal and technical managers and senior staff are conducted through Teams. EOY data certification for OECA with ECAD Director is conducted via Teams.

-maintain electronic records and respond to FOIA requests. I do not keep or maintain any hard copies of records or reports for my ICIS work. I have already completed all records management for any paper files in my cubicle. Any future records management is completely electronic and can be done remotely. FOIA requests are traditionally very minimal, and any data or information requested would be pulled from electronic files, not paper files.

-submit weekly electronic accomplishments reports to OECA. I gather case summary information, coordinate review with ECAD and ORC senior management and transmit reports each week to EPA headquarters. All aspects of the work are done electronically and require no paper files or in person meetings or activities.

-all records from my previous work as an inspector under CWA and RCRA have already been take care of/archived. No in-office paper file or records management is needed.

-I do not conduct field or site work and no longer have active inspector credentials. My work in ICIS involves capturing and entering the field work of others, but field work and reviewing paper files is not part of my work.

-any new updates to the ICIS system are done remotely by EPA-headquarters and contractors. I do not need to be in Boston in order for them to take effect.

-I incur no travel costs and have no local or national needs for travel. National ICIS calls and meetings are held via Teams

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Cristeen L. Schena	Job Title & Grade: Government Information Specialist / GS 12
AAship/Region and Division: Region 1 / Office of Regional Counsel	Address of Official Agency Worksite: 5 Post Office Square, Suite 100, Boston, MA 02109
Employee's Work Phone: 617-918-1102	Employee's Work E-mail Address: schena.cristeen@epa.gov
First-line Supervisor: Samir Bukhari	First-line Supervisor's Work Phone: 617-918-1095
Proposed Start Date:	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Request:

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

CRISTEEN
SCHENA

Digitally signed by
CRISTEEN SCHENA
Date: 2022.02.02
13:57:34 -05'00'

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on July 18, 2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Working remotely for the last 2 years has been free of any challenges or difficulties. I have been and can continue to perform

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CRISTEEN SCHENA	Digitally signed by CRISTEEN SCHENA Date: 2022.02.02 13:54:35 -05'00'	Date:
Supervisor's Signature: SAMIR BUKHARI	Digitally signed by SAMIR BUKHARI Date: 2022.03.17 13:56:16 -04'00'	Date:
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.04.21 07:53:05 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Cristeen Schena – Remote Work Text

Working remotely for the last 2 years has been free of any challenges or difficulties. I have been and can continue to perform my responsibilities entirely from a remote setting. I believe my role has increased in a positive way. For example, if issues arrive at the end of my work day it's very easy to stay on and resolve them rather than having to depart for a long commute, some FOIA issues cannot wait until the next day especially when there are deadlines to meet.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Williams, Brandon	Job Title & Grade: Contracts Specialist - 13
AAship/Region and Division: Region 1 - Mission Support Division (MSD)	Address of Official Agency Worksite: 5 Post Office Square, Suite 100, Boston MA 02109
Employee's Work Phone: 617-918-1965	Employee's Work E-mail Address: Williams.Brandon@epa.gov
First-line Supervisor: Francis Callaghan	First-line Supervisor's Work Phone: 617-918-1055
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Ex. 6 Personal Privacy (PP)

Working 100% from a remote location has not and will not effect my ability to perform all duties associated with my position. I have electronic access to all files and systems required to perform all 1102 duties and responsibilities. The laptop provided by R1 IT allows for seamless connectivity to the EPA network in addition to accessibility to all other tools and resources available in the office. I have a dedicated office at home permitting privacy allowing for both verbal and visual communications when required. In addition to daily, weekly and monthly check-ins with my supervisor, contracts team, program partners I have and will continue to effectively communicate with management and senior leadership across the region when required to meet mission essential functions and needs. I have a great and effective working relationship with the R1 RAM, R1 MSD Deputy and R1 MSDD

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BRANDON WILLIAMS	Digitally signed by BRANDON WILLIAMS Date: 2022.03.17 12:09:15 -04'00'	Date: 03/17/2022
Supervisor's Signature: FRANCIS CALLAGHAN	Digitally signed by FRANCIS CALLAGHAN Date: 2022.03.17 15:11:38 -04'00'	Date: 03/17/2022
AA/RA (or designee) Signature: DEBORAH SZARO	Digitally signed by DEBORAH SZARO Date: 2022.05.06 12:06:29 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: LeWard A. Johnson	Job Title & Grade: Life Scientist GS-7
AAship/Region and Division: R01-ECAD-ECAB-EWC	Address of Official Agency Worksite: 5 Post Office Square, Boston, MA 02109
Employee's Work Phone: 617-918-1768	Employee's Work E-mail Address: johnson.leward@epa.gov
First-line Supervisor: Denny Dart	First-line Supervisor's Work Phone: 617-918-1850
Proposed Start Date: 26 Sep 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on _____ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Due to the nature of my position, I will be able to perform every aspect of my job from the remote work location. My duties consist of coding NPDES permits into ICIS, managing and analyzing NPDES data, participating in weekly Teams huddles, giving presentations through Teams, taking online trainings, developing and tracking compliance related correspondence as appropriate, running ICIS reports and conducting NetDMR inquiries, and developing Qlik dashboards for compliance tracking. Every aspect of my duties have been done effectively without compromise via episodic telework. Also, with the Agency's paperless initiative, we sign and email documents electronically, alleviating the need for printing, scanning, and utilizing the mail-room. I will adjust my schedule to Eastern Standard Time so I can participate in meetings and be available to my team leader, supervisor and other staff. With the capability to communicate with my colleagues via email, telephone, and Microsoft Teams, I can effectively stay in touch throughout the work day. Having the ability to work remotely full time will allow me to complete my duties successfully while supporting EPA's mission to protect the environment and public health.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LEWARD JOHNSON	Digitally signed by LEWARD JOHNSON Date: 2022.08.30 10:05:35 -04'00'	Date: 30 Aug. 2022
Supervisor's Signature: DENNY DART	Digitally signed by DENNY DART Date: 2022.08.30 10:23:11 -04'00'	Date: 30 Aug 2022
AA/RA (or designee) Signature: KAREN MCGUIRE	Digitally signed by KAREN MCGUIRE Date: 2023.03.05 12:19:43 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.